

## VITERBO UNIVERSITY NETWORK AND WEB GUIDELINES

### BROAD UNDERSTANDINGS

- The Viterbo University World Wide Web (WWW) pages, instructional management system (e.g., Blackboard), and computer network resources are owned, operated and supported with funds provided by the university. The university has overall authority to determine its contents and appearance.
- The university's intent is to protect itself legally, not to unduly curtail freedom of expression.
- The quality of the information published by Viterbo University on the WWW has an impact on the image and reputation of the university.
- Logging-on, or otherwise connecting to the university network, constitutes acceptance of these guidelines.
- Personally owned computers and/or network devices may not be connected to the campus network without authorization. Instructional and Information Technology Department staff members are not allowed to repair or perform software installations on personally owned, non-Viterbo computers.
- Personal web pages and student organization web pages will include the university's standard disclaimer (below). These pages will not be linked directly from the top-level campus home page

#### *Standard Disclaimer*

*Links from this page are to the personal home pages of individual Viterbo University faculty, staff members and students. These specific pages represent the views and opinions of the individual authors, not necessarily those of the university although all users are expected to be in compliance with the general policies set forth in the **Viterbo University Network and Web Guidelines**. Comments and questions regarding content or links from these pages should be addressed to the creator of each individual page.*

- Viterbo will not be reviewing files on a routine basis or policing pages. If someone complains that material violates the policy, Viterbo will investigate and review the material.
- The Computer Committee will deal with issues that pertain to the university's network resources and web guidelines. The committee will convene to handle and, if necessary, arbitrate disputes. The committee's recommendations are submitted to the President of the university.

### PERSONAL AND COMMERCIAL BUSINESS USE:

\* The use of network resources and Internet access (in order of priority), is as follows: 1) classroom and instructional activities, 2) academic, research related activities, 3) academic and administrative support functions of the university, and 4) professional, university related correspondence. Provision of resources for non-academic, peer-to-peer file sharing activities (ie music, videos, gaming, chat software, etc) are not a university priority. Network resources are managed and allocated in accordance with these priorities.

\* Extensive use of network resources for personal (non-university related) activities is unacceptable

\* The university's network resources cannot be used for profit or commercial purposes other than official university business, although a reasonable standard will be used to judge what constitutes such commercial use. Examples:

1. Offering to sell an item to a friend or friends would be acceptable insofar as it falls under the category of personal correspondence, but advertising the same item through a mass electronic mailing would not be acceptable.

2. Sending out solicited resumes or applications would be acceptable, while mailing unsolicited resumes and applications would not be acceptable. The use of network resources for individual profit (e.g. by operating a word processing service or doing the work of a local business) is not acceptable.

3. Viterbo University resources may not be used for a commercial business or personal gain.

\* If in doubt about an individual practice, it is the user's responsibility to find out whether or not it is permissible under this provision by contacting their supervisor or an appropriate cabinet level officer.

### **INAPPROPRIATE USE:**

\* Users of the university's network resources are bound by the same standards of respect for the rights of others that pertain to the Viterbo University Community in general.

\* It is unacceptable to display, print or transmit obscene, abusive, vulgar, sexually explicit, threatening, hateful or harassing materials over the network. Other university policies, including the Sexual Harassment Policy, may also be applicable to these matters.

\* Users of the university's network resources are required to abide by local, state and federal statutes (i.e. in regard to: copyright laws; transmission of obscene/harassing/threatening materials; etc.). Violators are liable for civil or criminal prosecution.

\* Use of resources for unlawful purposes or for uses not specifically permitted by the university, or assisting another in such use will result in loss of computer access privileges provided by the Viterbo.

\* Violations of network policy can be very serious matters exposing violators to the formal disciplinary procedures of the university. In order to protect the integrity of the network, the Director of Instructional and Information Technology is authorized to immediately close accounts and deny access to individuals pending the completion of such formal review procedures.

### **OWN IDENTITY AND SECURITY RESTRICTIONS:**

\* **Users are liable for the use, or misuse, of their own account.** Therefore you should never use another person's account or identification, or give your password or identification to another person for the purpose of gaining access to the network.

\* **Protection of software, files and data.** Copying software, files, or passwords that belong to others will be considered a violation of university policies. It may also constitute fraud, plagiarism or theft. Software licensed by the university must only be used in accordance with the applicable license. Modifying information or software without authorization (including but not limited to altering data, introducing viruses or damaging files) is unethical, a violation of university policies and may be a felony in Wisconsin.

\* **Abide by security restrictions on all systems.** Making your password (or another person's password) available to others or otherwise attempting to evade, disable or "crack" system security provisions (or assisting others in doing so) threatens the work, privacy and well-being of many others. Users may not use any form of hardware and/or software to monitor network activity and communications. Attempts to circumvent data protection schemes, or to exploit security loopholes in any manner, are forbidden. Using Viterbo network resources to gain access to remote networks for non-authorized activities is unacceptable and potentially illegal. These are serious violations of university policies and constitute grounds for immediate suspension of your access privileges and other disciplinary action.

\* **Impersonation.** Electronic communication under a false name, user account, or designation you are not authorized to use, including instances in conjunction with representing that you are somehow acting on behalf of or under the auspices of Viterbo University are prohibited.

## **COPYRIGHT POLICIES AND PROPER USE OF LOGOS:**

\* The Viterbo University seal and logo are registered trademarks of the university. Its usage is limited to official university entities, including universities, schools, programs, departments, offices, institutes, centers or student organizations recognized by the Office for Student Development. Call the Office of Communications and Marketing for a university logo. Do not copy the logo located on the main Viterbo home page. The logo and seal are university trademarks and as such cannot be disassembled, modified or altered.

\* Unauthorized use of the name "Viterbo University" or any symbol, logo or graphic used by or associated with the university or any confusingly similar representation thereto, is prohibited. Permitted use may be secured from the office of Communications and Marketing.

\* Improper Use of Copyright and Proprietary Information of others. You may, (subject to university policies and authorization), download only information, software, photographs, videos, graphics, music, sounds and other material (collectively "content") not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution.

Any copyrighted content submitted or used with the consent of the copyright owner should contain a phrase such as "Copyright owned by (name of owner); used by Permission." Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of university policies and could subject you to criminal prosecutions as well as personal liability in a civil suit, in addition to other sanctions.

## **USE OF NETWORK RESOURCES:**

\* Users of the university network are expected to exercise due diligence in order to protect the network by remaining up-to-date with operating system patches and virus definition updates.

\* It is unacceptable to use or access electronic records for which you do not have explicit permission. You may not distribute, without authorization, any part of the university's administrative records: 1) outside of Viterbo University or 2) internally to areas to which they are not authorized.

\* Users of the university network should not access any networked resources (i.e. printers, wireless receivers, computers, servers, etc.) for which they have not been given explicit permission. If in doubt ask.

\* Internet users should familiarize themselves with Internet etiquette, including proper use of mailing lists, FTP logons, and e-mail etiquette.

\* Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits or amount of resources consumed, when so instructed by the university. Excessive use of limited Internet bandwidth may result in disconnection from the network. Such restrictions are designed to ensure fair access for all users.

\* Recognize limitations to privacy in electronic communications. You may have an expectation that the contents of what you write or otherwise create, store and send be seen only by those to whom you intend or give permission: however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed envelope---generally respected, but breachable by someone determined to do so. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.

\* The usual rules of publication still apply. Spell check, proofread and get someone else to review your work.

## **RESPONSIBILITIES**

### **Dean and Department Director and Cabinet Officer:**

Responsible for content (including links to other information) of a unit's published electronic pages and must sign off on content of the unit's home page and other pages before links to the Viterbo home page or any of the other campus home pages will be set up. In the academic area, the Deans will be responsible for securing compliance to WWW policy and providing the first level of dispute resolution before passing unresolved issues onto the Computer Committee for a hearing, which if it remains unresolved, is forwarded onto the university's normal grievance procedure.

**Communications and Marketing**

Advise Viterbo units about policy, style, and content. Evaluate and revise this policy and keep it up to date. Maintain in conjunction with campus computer center, the campus home pages. Take questions regarding the policy and forward complaints of policy violations to the appropriate university offices.

**Instructional and Information Technology**

Provide links from the campus home page to departments, university staff, students and approved organizations. Manage home page request forms. Replace links and/or inform home page editors of outdated links in departmental home pages. Maintain the physical and network security of the university's web server and the web pages it contains. Manage web server operations.

**Faculty, Staff, and Students**

When publishing information, observe copyright regulations, all local, state, and federal laws, and policies in these guidelines. Observe publication standards and other standards that benefit the image of the university.

Last Updated: April 21, 2004